

Retention and Classification Report

Agency: West Valley City (Utah). Finance Department (1347)

West Valley City Hall
3000 South Constitution Blvd.
West Valley City, UT 84119
801 974-5501

Records Officer

06813	Accounts payable files
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AGENCY: West Valley City (Utah). Finance Department

SERIES: 6813

3

TITLE: Accounts payable files

DATES: 1980-

ARRANGEMENT: Alphabetical by vendor's name

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

Microfilm master: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85250

3

TITLE: Bids and quotes

DATES: 1980-

ARRANGEMENT: chronological, thereunder numerical by bid number

DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

AUTHORIZED: 08/24/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: West Valley City (Utah). Finance Department

SERIES: 82803

3

TITLE: Business license file

DATES: 1980-

ARRANGEMENT: Alphabetical by name of business

DESCRIPTION:

These files are used for licensing businesses in West Valley City as required by city ordinance. These files contain an application for a business license, inspection reports, and related correspondence. The application includes: the name of the business; address, phone number, and address; name of applicant, name, address, phone number, and social security number; emergency phone number; type of organization; description of business; license number; fees paid; signature of applicant; whether license granted; signatures of licensing official and the city treasurer, licensing official and the city treasurer.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years after expiration of license

AGENCY: West Valley City (Utah). Finance Department

SERIES: 82803

TITLE: Business license file

(continued)

and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative

This retention is based upon the Municipal Financial General Records Retention Schedule (1985) and the administrative needs expressed by the division.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85270

3

TITLE: Cash receipts

DATES: 1980-

ARRANGEMENT: Numerical by receipt number

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 16.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 84386

3

TITLE: Deductions and other earnings register

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: West Valley City (Utah). Finance Department

SERIES: 84387

3

TITLE: General ledgers

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

Computer generated general ledger reports for West Valley City. Some of the reports include: appropriations report, expenditures and encumbrances ledger, check warrant register, vendor lists, outstanding encumbrances report, and revenue report.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/02/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

Microfilm duplicate: Retain in Archives for 10 years and then destroy.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 84387

TITLE: General ledgers

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based on the Municipal Financial General
Records Retention Schedule (3/89).

AGENCY: West Valley City (Utah). Finance Department

SERIES: 13280

3

TITLE: Journal entries

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10251

3

TITLE: License registers

DATES: 1980-

ARRANGEMENT: chronological

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

AUTHORIZED: 03/02/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10251

TITLE: License registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 17176

3

TITLE: Official correspondence

DATES: 1986-

ARRANGEMENT: Alphanumeric by department/division/date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

these files contain the program correspondence for the Finance Department. They document the actions of this office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10020

3

TITLE: Payroll files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10020

TITLE: Payroll files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6812

3

TITLE: Payroll-time sheets

DATES: 1980-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years and then destroy.

APPRAISAL:

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6812

TITLE: Payroll-time sheets

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85271

3

TITLE: Witness and jury pay vouchers

DATES: 1980-

ARRANGEMENT: Numerical by voucher number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION:

Retain for 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 11/20/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85271

TITLE: Witness and jury pay vouchers

(continued)

PRIMARY CLASSIFICATION:

Public